



National Science Foundation • Office of the Inspector General
4201 Wilson Boulevard, Arlington, Virginia 22230

{RIO}

Dear Dr. []:

The National Science Foundation Office of Inspector General (OIG) assesses compliance with applicable laws, regulations, and conditions pertaining to NSF awards. This letter is to notify you that OIG will be conducting a review of the [University] responsible conduct of research (RCR) program.¹ This review will include a desk review as well as video/telephone calls to conduct interviews.

As part of our review, we are requesting you provide us with [University's]:

- RCR plan for educating undergraduate and graduate students, as well as post-doctoral researchers;
 - o If the plan references other policies or procedures, please provide those as well.
- Number of participants, grouped as undergraduates, graduates, and post-doctoral researchers, who have completed [University's] RCR training requirements, by year, since 4 Jan 2010. If you have recorded the participants' scientific disciplines, please include that information as well (*e.g.*, biology, engineering, statistics, *etc.*).
- Description of materials that are provided to participants.
- Information regarding the financial and staffing resources available to the program.

Please provide the requested documentation by [date]. After we review the requested documentation, we will be in touch with you to discuss and schedule video/telephone interviews with: (1) the Provost or other [University] leader who sets the 'tone at the top', (2) leadership in charge of the RCR program, and (3) students who have completed the RCR training (we would like to talk to a mix of undergraduate students, graduate students, and post-doctoral researchers, with a minimum of one from each group, if possible).

¹ NSF Proposal and Award Policies and Procedures Guide, Part II, Award and Administration Guide, Chapter IV Grantee Standards. B. Responsible Conduct of Research.

If you have any questions regarding this review, please feel free to contact me at 703/292-5002, amanka@nsf.gov.

Yours truly,

Aaron Manka, Ph.D.
Senior Investigative Scientist

APPROVALS

INITIALS	TITLE / CASE ROLE	DATE
AM	SIS	10/18/11
Jtk	Hai	10/21/11
PLF	AIGI	10/21/11